



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Administrative Services Twin Towers East, 16th Floor Atlanta, GA 30334	Application Number 82-133	
Application Number		Date Received MAY 28 1982	Date Completed JUN 8 1982
2. Person to Contact Mary Anne Bauer		Working Title Principal Secretary	Telephone Number 656-2438
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. (Files removed from 77-384-A) b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ To Date _____		5. Records Series Title (followed by title used in office, if different) ADMINISTRATIVE SERVICES LOCAL SCHOOL SYSTEM ASSISTANCE FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Administrative Services is responsible for providing supportive to both the State Department of Education and local school systems through Fiscal Services, Facilities and Transportation, Regional Education Services, Public Information and Publications, Public Library Services and Local Systems Support, including School Food and Nutrition, USDA Food Distribution, Statistical Services and Textbooks.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: assisting local school systems by providing them with various state educational services and resources. Included are: correspondence and any other documents related to the coordination of activities between the local school systems and the Office of Administrative Services. File is arranged: alphabetically by local school system.			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Weyman Culp</i>	5/26/82	<i>Walker L. Baumgardner</i>	5/26/82

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	6-1-82
Secretary of State/Designee	<i>Carroll Hart</i>	6-1-82
Attorney General/Designee	<i>[Signature]</i>	6-8-82

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)